

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice LD-577

For: State and County Offices

Dairy Disaster Assistance Payment (DDAP-II) Program Checklist

Approved by: Deputy Administrator, Farm Programs



1 CCC-770 DDAP

A Background

Notice LP-2045:

- conveyed the findings of the National County Operations Review Program (CORP) Review of improper payments
- required SED's to establish additional internal control procedures to avoid further improper payment findings.

B Purpose

This notice informs State and County Offices of the requirement to use CCC-770 DDAP when accepting CCC-743's to avoid improper payments in the future.

C Action

County Offices shall:

- use CCC-770 DDAP (Exhibit 1) to ensure that all eligibility and procedural requirements are met
- prepare CCC-770 DDAP for each CCC-743
- maintain CCC-770 DDAP with each CCC-743
- check the appropriate box, "Yes", "No", or "N/A", as applicable, for each item and include appropriate "Date Completed".

Disposal Date

December 1, 2007

11-22-06

Distribution

State Offices; State Offices relay to County Offices

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D Contacts

The following table provides contacts for questions about this notice.

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CCC-770 DDAP

This is a sample CCC-770 DDAP.

This form is available electronically.					
CCC-770 DDAP (11-20-06) DAIRY DISASTER ASSISTANCE PAYMENT PROGRAM (DDAP-II) CHECKLIST	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Name of Producer		2. Crop Year
			3. Date of Contract (MM-DD-YYYY)		4. Contract Number
			5. County Office Name		6. State Office Name
7. Dairy Operation:	Handbook or Other Applicable References	YES	NO	N/A	Date Completed
A. Does the dairy operation meet the definition of an eligible dairy operation?	LD-572, sub-paragraph 4 F				
B. Is the dairy operation located in an eligible hurricane-affected county?	LD-572, Exhibit 1				
C. Is a properly completed/filed AD-1026 on file?	LD-572, sub-paragraph 4 G				
D. Has the applicant been otherwise barred from receiving benefits under 7 CFR part 12 or any other law or regulation?	7 CFR 1430.604(d)				
8. Producer Eligibility:					
A. Does the producer meet the definition of a producer as found in procedure?	LD-572, par. 3 A				
B. Was CCC-743 signed by someone in a representative capacity?	1-CM, Part 25				
If, "Yes", was the correct indicator such as by or for used?					
C. If signed in a representative capacity, is proper signature authority on file?	1-CM, Part 25				
D. Did all producers who share in the risk of the dairy operation's total production certify to the information on the CCC-743?	LD-572, par. 5 A				
E. Was the CCC-743 approved by COC or designee that has been granted authority to approve all CCC-580's on their behalf?	LD-572, par. 5 J				
F. Was the CCC-743 received within the designated application period?	LD-572, par. 5 E				
9. Production Evidence:					
A. Does the production evidence meet the eligibility requirements found in procedure?	LD-572, par. 9 B				
B. Did the producer provide production evidence and required supporting documentation to verify the operation's eligible production and losses?	LD-572, par. 4 G				
C. Has the production evidence been photocopied and date-stamped so that original documents may be returned to the producer?	LD-572, par. 9E				
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10. Payment Processing	Handbook or Other Applicable References	YES	NO	N/A	Date Completed
A. Was the appropriate worksheet calculator completed and attached to the CCC-743?	LD-572, par. 8				
B. Was production evidence reviewed against data entered as part of certification process prior to issuing payment?	1-FI and LD-572, par. 12				
C. Was a second party review conducted of the CCC-743, production evidence, and worksheet calculator?	LD-572, par. 12				
D. Have all documents been initialed by the second party reviewer?	LD-572, par. 12				
E. Have all documents been photocopied for the producer files?	LD-572, par. 12				
F. Have all original documents been compiled and forwarded to the State Office for review?	LD-572, par. 12				
11. Remarks:					
12. CERTIFICATION: <i>I (we) the undersigned certify the above items have been verified or updated accordingly.</i>					
13A. Signature of Preparer	13B. Title	13C. Date (MM-DD-YYYY)			
14A. Signature of Second Party Reviewer	14B. Title	14C. Date (MM-DD-YYYY)			
15A. Signature of Reviewer	15B. Title	15C. Date (MM-DD-YYYY)			